Project Monitoring and Control

ProPath

Office of Information and Technology

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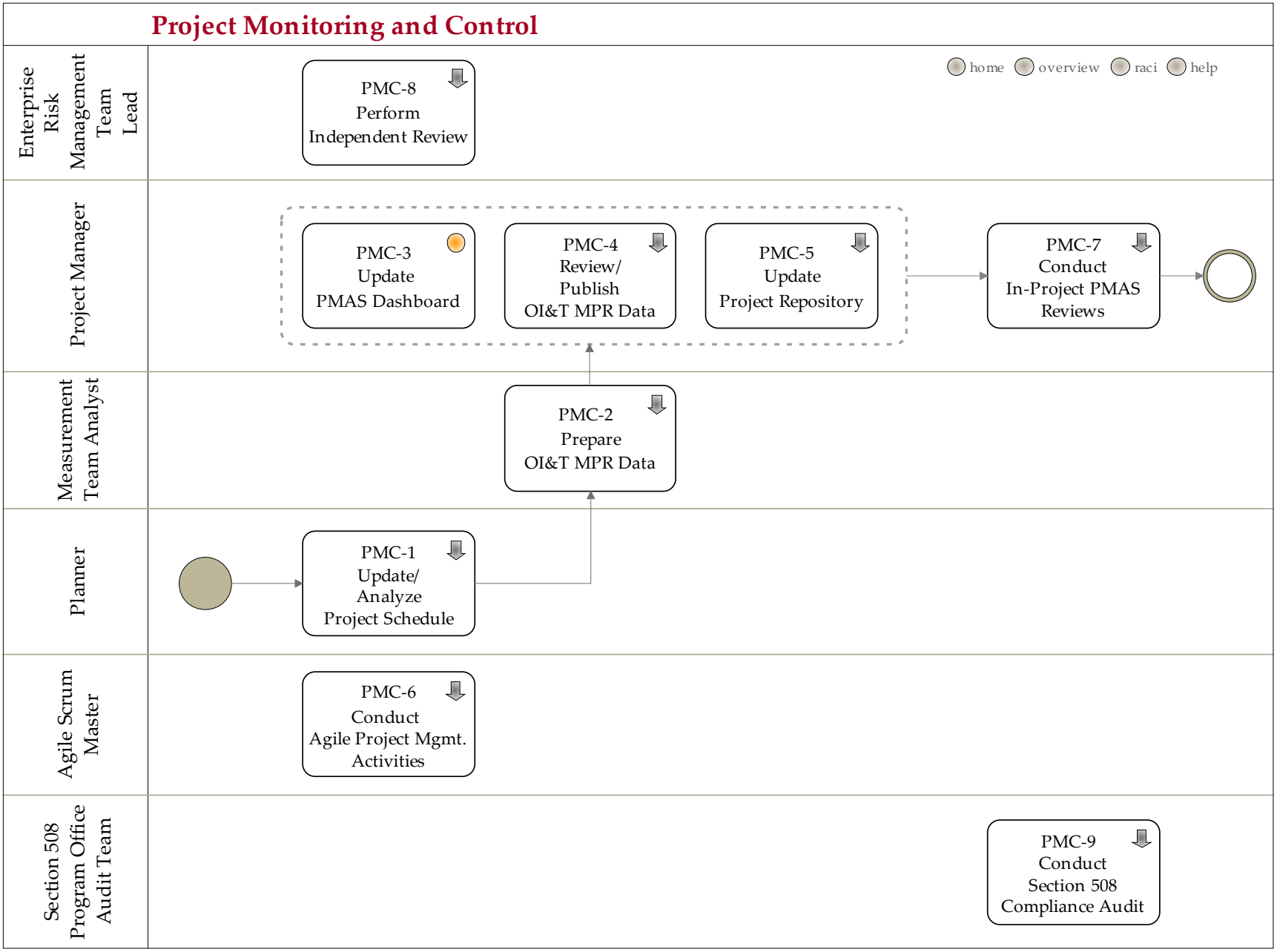
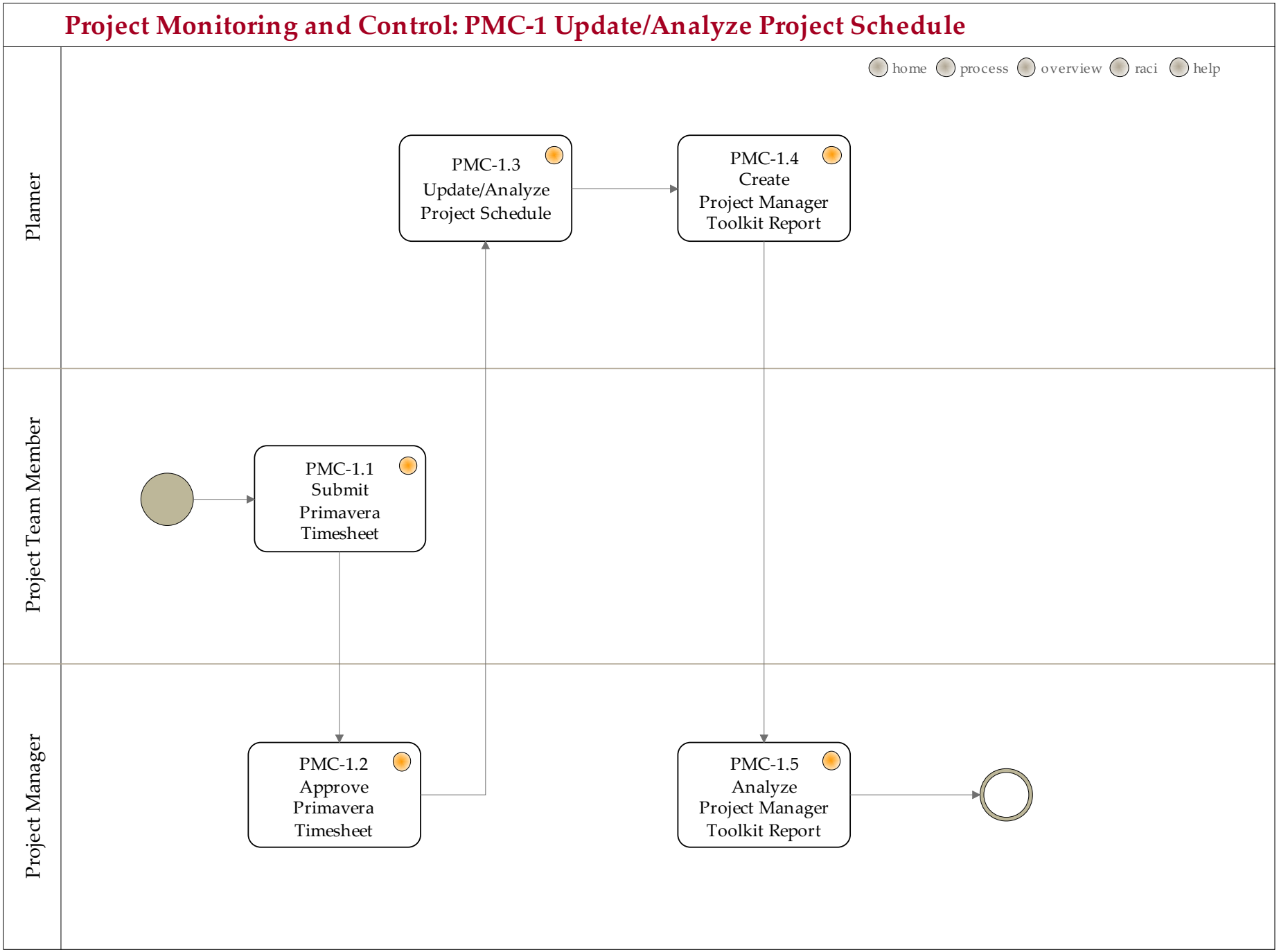
Project Monitoring and Control Process Maps



The links in this process map are inactive. Please scroll to view activity data.

Project Monitoring and Control: PMC-1 Update/Analyze Project Schedule



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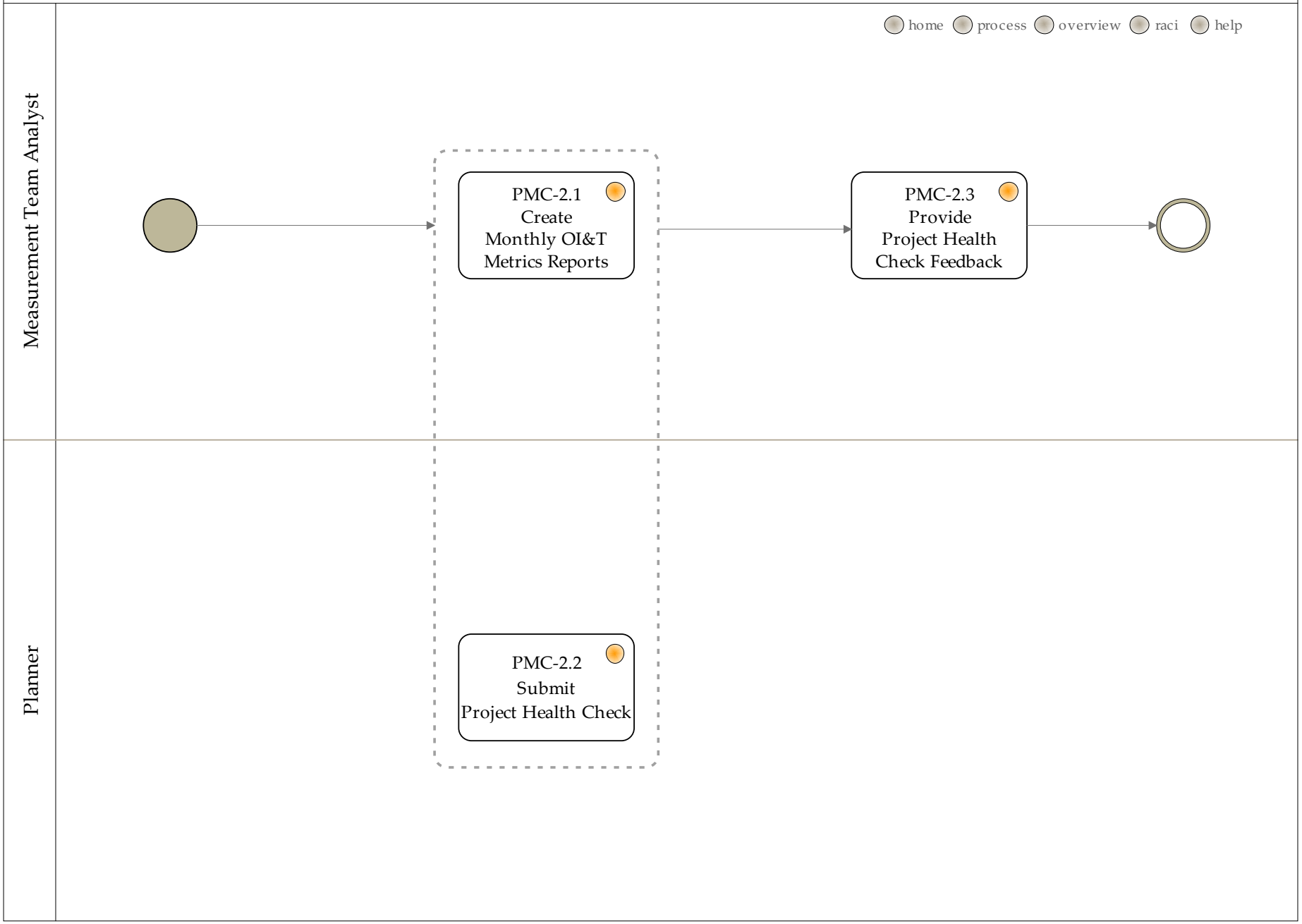
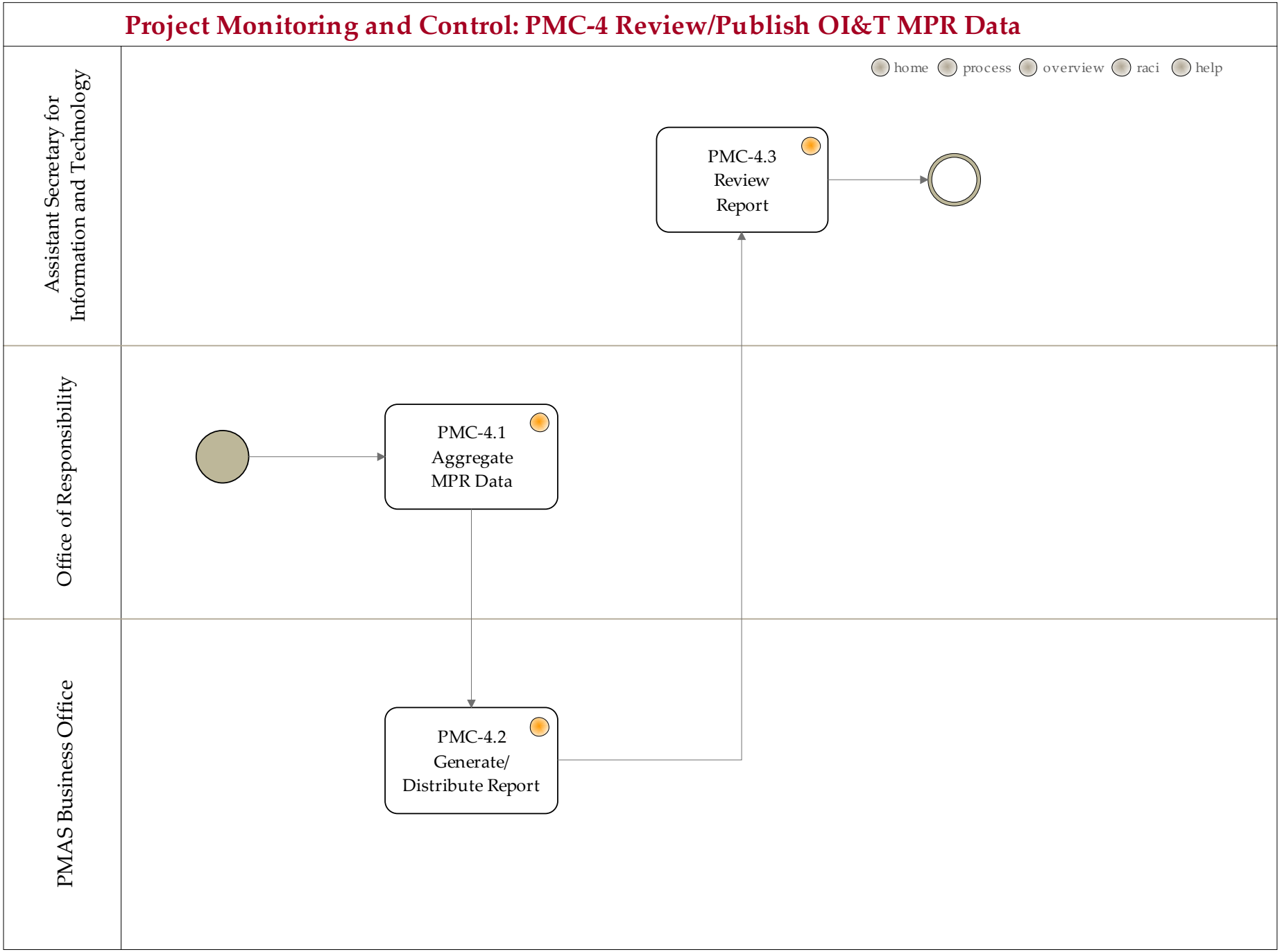
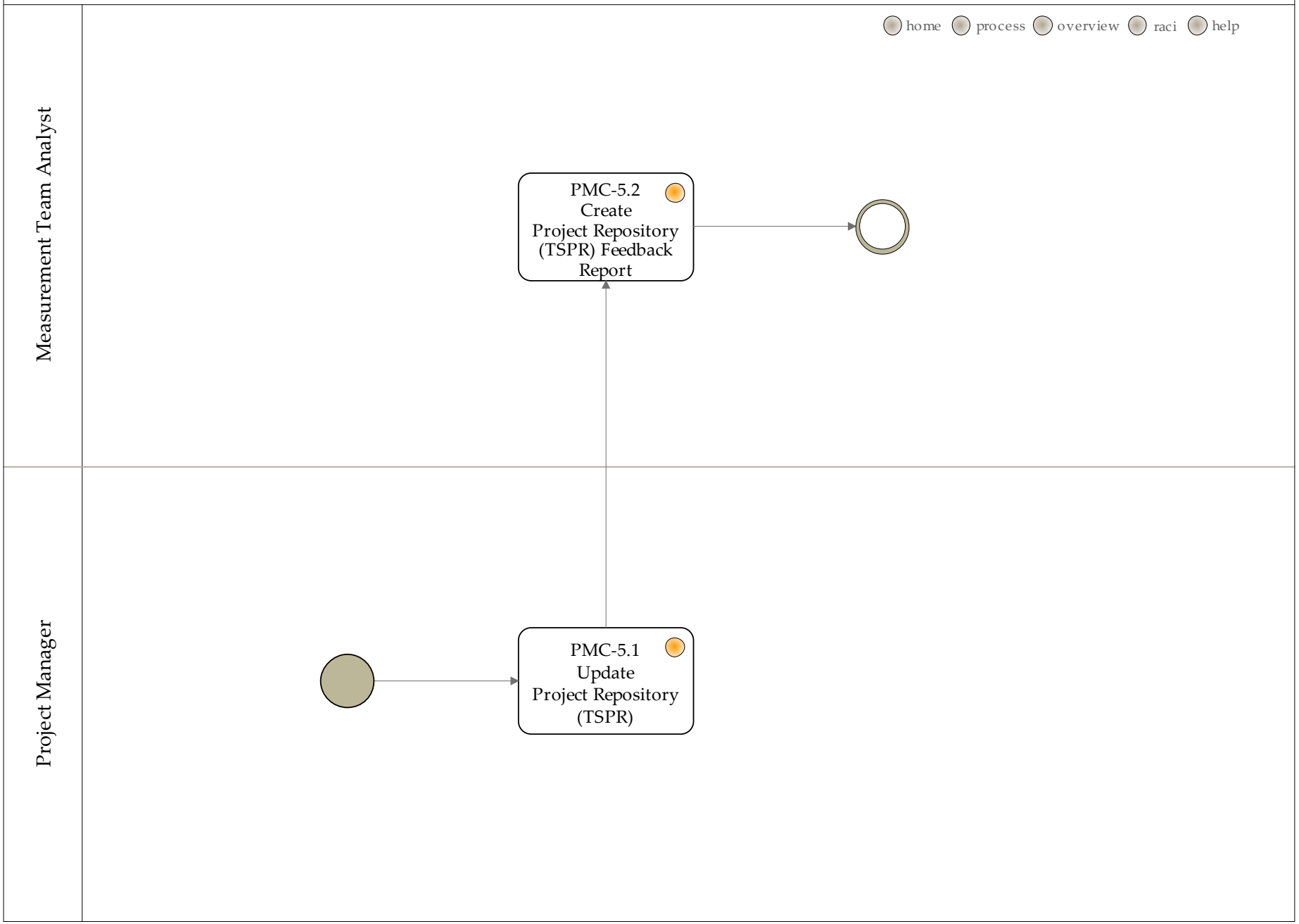
Project Monitoring and Control: PMC-2 Prepare OI&T MPR Data



Project Monitoring and Control: PMC-4 Review/Publish OI&T MPR Data

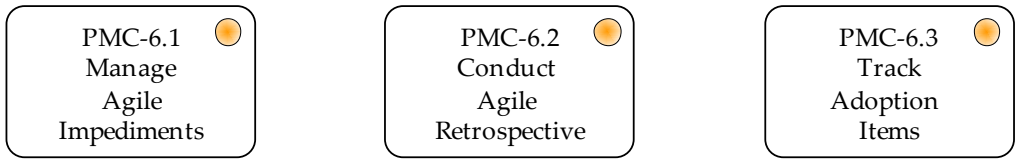


Project Monitoring and Control: PMC-5 Update Project Repository

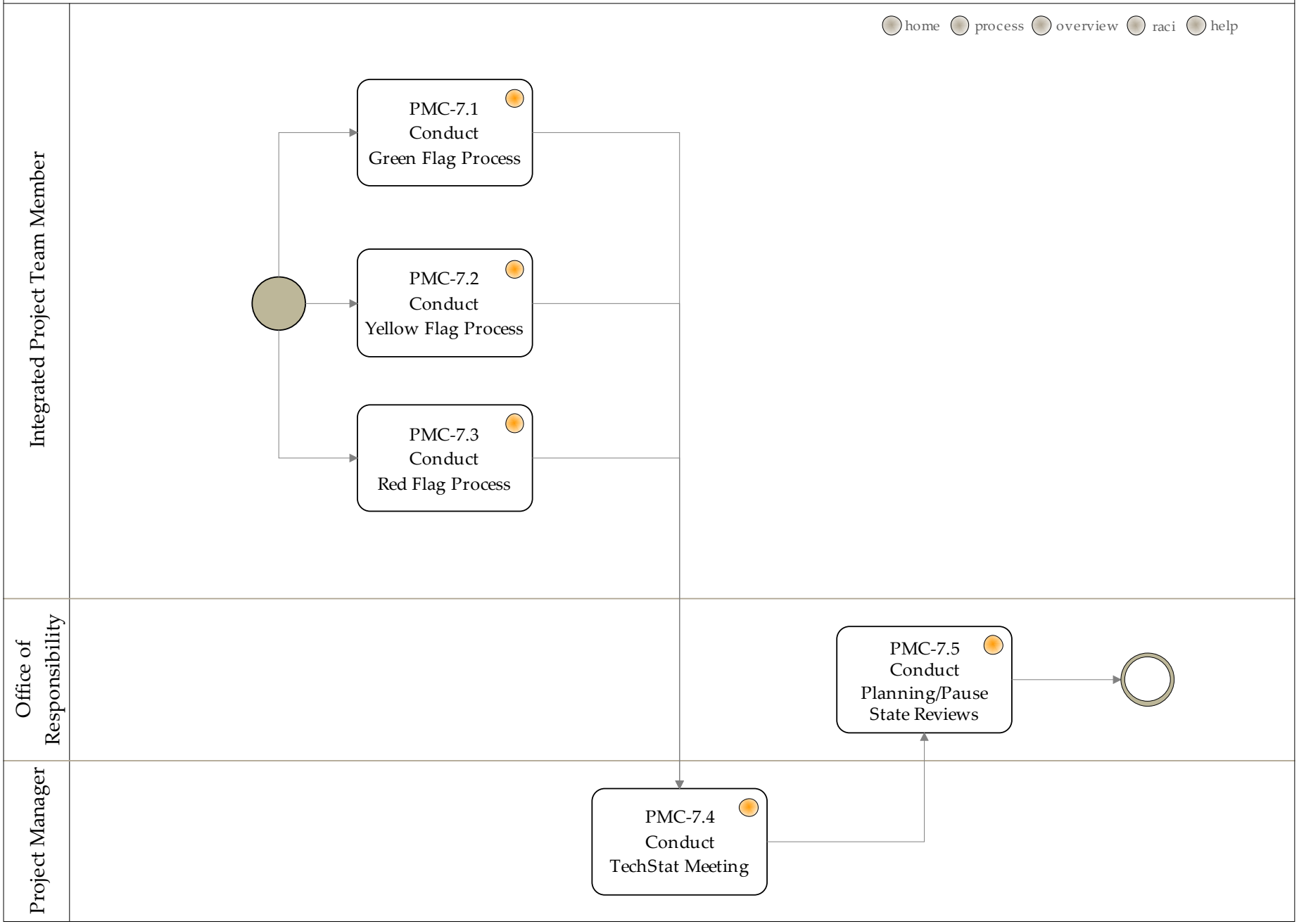


Project Monitoring and Control: PMC-6 Conduct Agile Project Management Activities

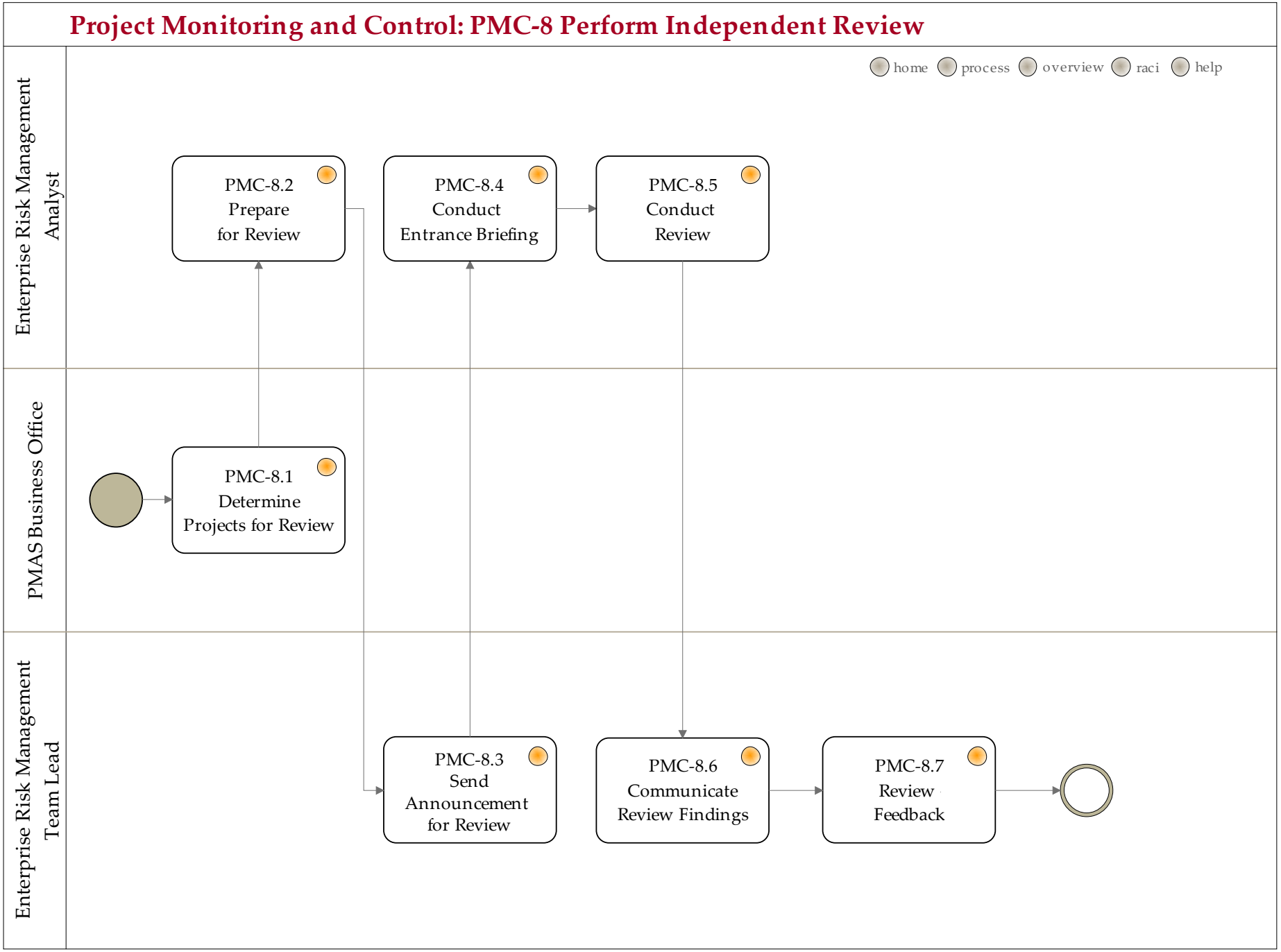
Agile Scrum Master



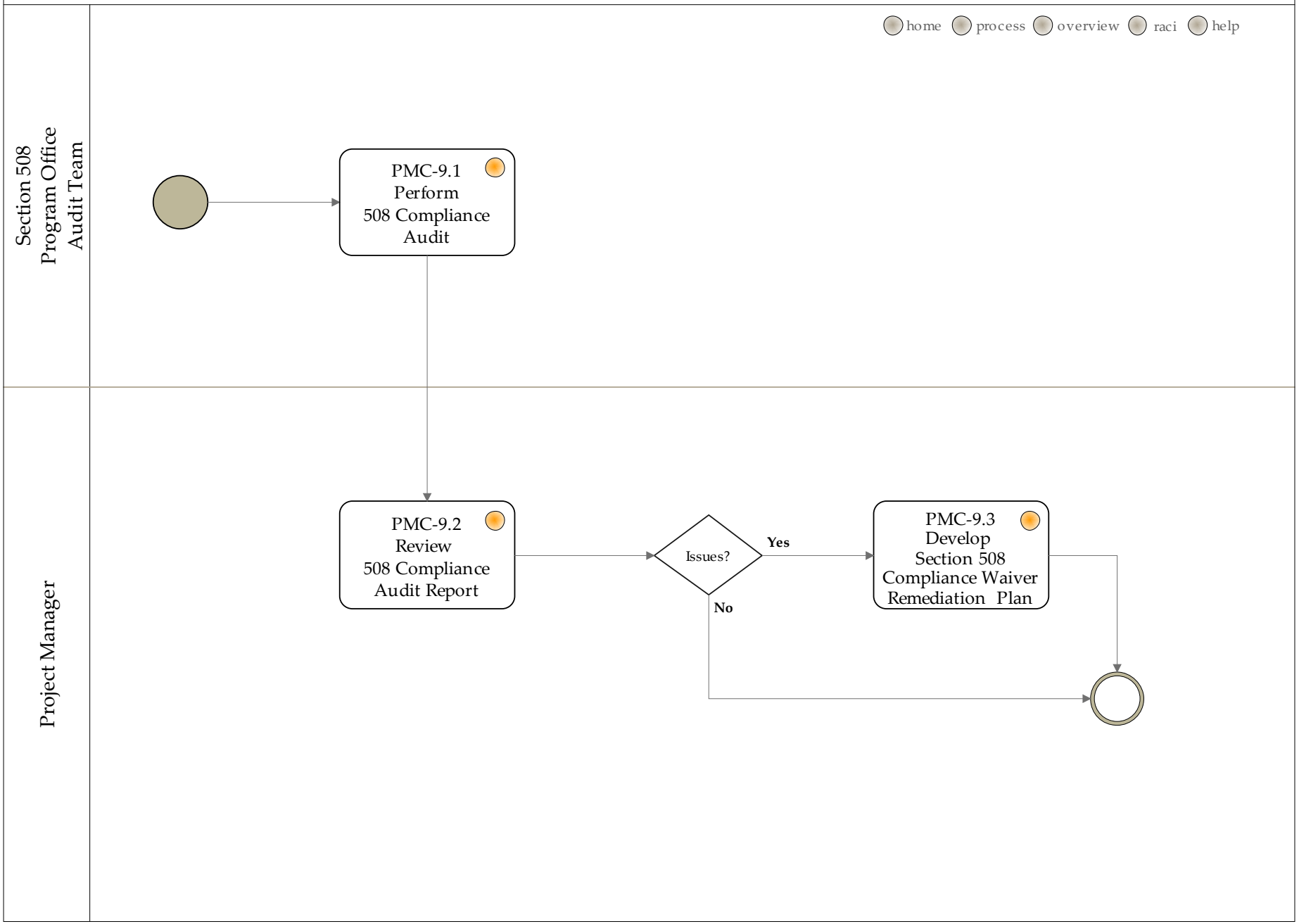
Project Monitoring and Control: PMC-7 Conduct In-Project PMAS Reviews



Project Monitoring and Control: PMC-8 Perform Independent Review



Project Monitoring and Control: PMC-9 Conduct Section 508 Compliance Audit



Process: Project Monitoring and Control

Overview: The process map for Project Monitoring and Control cycles through the following process and review activities:

PMC-1 Update/Analyze Project Schedule
PMC-1.1 Submit Primavera Timesheet
PMC-1.2 Approve Primavera Timesheet
PMC-1.3 Update/Analyze Project Schedule
PMC-1.4 Create Project Manager Toolkit Report
PMC-1.5 Analyze Project Manager Toolkit Report
PMC-2 Prepare OI&T MPR Data
PMC-2.1 Create Monthly OI&T Metrics Reports
PMC-2.2 Submit Project Health Check
PMC-2.3 Provide Project Health Check Feedback
PMC-3 Update PMAS Dashboard
PMC-4 Review/Publish OI&T MPR Data
PMC-4.1 Aggregate MPR Data
PMC-4.2 Generate/Distribute Report
PMC-4.3 Review Report
PMC-5 Update Project Repository
PMC-5.1 Update Project Repository (TSPR)
PMC-5.2 Create Project Repository (TSPR) Feedback Report
PMC-6 Conduct Agile Project Management Activities
PMC-6.1 Manage Agile Impediments
PMC-6.2 Conduct Agile Retrospective
PMC-6.3 Track Adoption Items
PMC-7 Conduct In-Project PMAS Reviews
PMC-7.1 Conduct Green Flag Process
PMC-7.2 Conduct Yellow Flag Process
PMC-7.3 Conduct Red Flag Process
PMC-7.4 Conduct TechStat Meeting
PMC-7.5 Conduct Planning/Pause State Reviews
PMC-8 Perform Independent Review
PMC-8.1 Determine Projects for Review
PMC-8.2 Prepare for Review
PMC-8.3 Send Announcement for Review
PMC-8.4 Conduct Entrance Briefing
PMC-8.5 Conduct Review
PMC-8.6 Communicate Review Findings
PMC-8.7 Review Feedback
PMC-9 Conduct Section 508 Compliance Audit
PMC-9.1 Perform 508 Compliance Audit
PMC-9.2 Review 508 Compliance Audit Report
PMC-9.2-DEC01 Issues?
PMC-9.3 Develop 508 Section Compliance Waiver Remediation Plan

Project Monitoring and Control Description and Goals

Description

Project Monitoring and Control is a disparate set of processes to review, analyze and report the progress and performance of a project to the baseline plan as well as ensure compliance with PMAS and ProPath requirements.

Goals

Gather project repository information, project performance, and other key project related data.

Consolidate and analyze project related information

Issue and maintain required monthly reports including, but is not limited to,

- Office of Information and Technology Monthly Performance Report

- Monthly Managerial Briefing

- Project Repository Feedback Report

- Project Health Check Feedback

Conduct and report Project Management Accountability System (PMAS) Guide and ProPath Processes Independent Compliance reviews

Issue and maintain the TechStat Outcome Report providing a plan of corrective action to missed increment/milestone

Request, as required, the Executive Leadership Team to provide assistance/support/resolution for identified issues/risks (Yellow & Red Flags)

Provide accurate and complete project data entry into the PMAS Dashboard

Project Monitoring and Control RACI Information

The following describes the RACI information for this process:

PMC-1.1 Submit Primavera Timesheet

Responsible Role: Project Team Member

Accountable Role: Program Manager

PMC-1.2 Approve Primavera Timesheet

Responsible Role: Project Manager

Accountable Role: Program Manager

PMC-1.3 Update/Analyze Project Schedule

Responsible Role: Planner

Accountable Role: Program Manager

PMC-1.4 Create Project Manager Toolkit Report

Responsible Role: Planner

Accountable Role: Program Manager

PMC-1.5 Analyze Project Manager Toolkit Report

Responsible Role: Project Manager

Accountable Role: Program Manager

PMC-2.1 Create Monthly OI&T Metrics Reports

Responsible Role: Measurement Team Analyst

Accountable Role: Program Manager

PMC-2.2 Submit Project Health Check

Responsible Role: Planner
Accountable Role: Project Manager

PMC-2.3 Provide Project Health Check Feedback

Responsible Role: Measurement Team Analyst
Accountable Role: Program Planning and Oversight Analyst

PMC-3 Update PMAS Dashboard

Responsible Role: Project Manager
Accountable Role: Program Manager

PMC-4.1 Aggregate MPR Data

Responsible Role: Office of Responsibility
Accountable Role: Assistant Secretary for Information and Technology

PMC-4.2 Generate/Distribute Report

Responsible Role: PMAS Business Office
Accountable Role: Office of Responsibility

PMC-4.3 Review Report

Responsible Role: Assistant Secretary for Information and Technology
Accountable Role: Director, Business Continuity

PMC-5.1 Update Project Repository (TSPR)

Responsible Role: Project Manager
Accountable Role: Program Manager

PMC-5.2 Create Project Repository (TSPR) Feedback Report

Responsible Role: Measurement Team Analyst
Accountable Role: Program Planning and Oversight Manager

PMC-6.1 Manage Agile Impediments

Responsible Role: Agile Scrum Master
Accountable Role: Project Manager

PMC-6.2 Conduct Agile Retrospective

Responsible Role: Agile Scrum Master
Accountable Role: Project Manager

PMC-6.3 Track Adoption Items

Responsible Role: Agile Scrum Master
Accountable Role: Project Manager

PMC-7.1 Conduct Green Flag Process

Responsible Role: Integrated Project Team Member
Accountable Role: Program Manager
Consulted Role: PMAS Business Office

PMC-7.2 Conduct Yellow Flag Process

Responsible Role: Integrated Project Team Member
Accountable Role: Program Manager
Consulted Role: PMAS Business Office

PMC-7.3 Conduct Red Flag Process

Responsible Role: Integrated Project Team Member

Accountable Role: Program Manager

Consulted Role: PMAS Business Office

PMC-7.4 Conduct TechStat Meeting

Responsible Role: Project Manager

Accountable Role: Program Manager

Consulted Role: Deputy Assistant Secretary/Deputy Chief Information Officer, PMAS Business Office

PMC-7.5 Conduct Planning/Pause State Reviews

Responsible Role: Office of Responsibility

Accountable Role: Director, Business Continuity

PMC-8.1 Determine Projects for Review

Responsible Role: PMAS Business Office

Accountable Role: Assistant Secretary for Information and Technology

Consulted Role: Enterprise Risk Management Team Lead

PMC-8.2 Prepare for Review

Responsible Role: Enterprise Risk Management Analyst

Accountable Role: Enterprise Risk Management Team Director

PMC-8.3 Send Announcement for Review

Responsible Role: Enterprise Risk Management Team Lead

Accountable Role: Enterprise Risk Management Team Director

PMC-8.4 Conduct Entrance Briefing

Responsible Role: Enterprise Risk Management Analyst

Accountable Role: Enterprise Risk Management Team Lead

PMC-8.5 Conduct Review

Responsible Role: Enterprise Risk Management Analyst
Accountable Role: Enterprise Risk Management Team Director

PMC-8.6 Communicate Review Findings

Responsible Role: Enterprise Risk Management Team Lead
Accountable Role: Enterprise Risk Management Team Director

PMC-8.7 Review Feedback

Responsible Role: Enterprise Risk Management Team Lead
Accountable Role: Enterprise Risk Management Team Director

PMC-9.1 Perform 508 Compliance Audit

Responsible Role: Section 508 Program Office Audit Team
Accountable Role: Program Manager

PMC-9.2 Review 508 Compliance Audit Report

Responsible Role: Project Manager
Accountable Role: Program Manager

PMC-9.3 Develop 508 Section Compliance Waiver Remediation Plan

Responsible Role: Project Manager
Accountable Role: Program Manager

Project Monitoring and Control Process

Process Activity Name: PMC-1 Update/Analyze Project Schedule

Previous Process Activity

None

Next Process Activity

PMC-2 Prepare OI&T MPR Data

Description

The process map for PMC-1 Update/Analyze Project Schedule cycles through the following process activities:

- PMC-1.1 Submit Primavera Timesheet
- PMC-1.2 Approve Primavera Timesheet
- PMC-1.3 Update/Analyze Project Schedule
- PMC-1.4 Create Project Manager Toolkit Report
- PMC-1.5 Analyze Project Manager Toolkit Report

Process Activity Name: PMC-1.1 Submit Primavera Timesheet

Previous Process Activity

None

Next Process Activity

PMC-1.2 Approve Primavera Timesheet

Description

All team members, assigned to projects, must complete and submit a weekly timesheet to accurately record effort on activities for which they are assigned. Primavera timesheets are used for project management purposes only and are reviewed by the Project Manager(s) of the project(s) on which the resource is working.

Artifacts Used

Weekly Primavera Timesheet

Artifacts Created

Completed Primavera Timesheet

Responsible Role

Project Team Member

Tools and Websites

Primavera P6 Enterprise Portfolio Project Management (P6 EPPM), Progress Reporter

Primavera Policy and Standard Operating Procedures

Standards

None Listed

More Info

The Primavera Timesheet is not a payroll timesheet and may not have the same number of hours on it as the payroll timesheet.

To obtain access to Progress Reporter for timesheet submittal, the project manager must submit a request to Primavera Tools mail group: VA OIT OED Primavera Tools

Process Activity Name: PMC-1.2 Approve Primavera Timesheet

Previous Process Activity

PMC-1.1 Submit Primavera Timesheet

Next Process Activity

PMC-1.3 Update/Analyze Project Schedule

Description

The Project Manager, or assigned designee, approves the Primavera timesheet(s) for all assigned project resources.

Artifacts Used

Submitted Primavera Timesheet(s)

Artifacts Created

Approved Primavera Timesheet(s)

Responsible Role

Project Manager

Tools and Websites

Primavera P6 Enterprise Portfolio Project Management (P6 EPPM), Progress Reporter

Primavera Policy and Standard Operating Procedures

Standards

None Listed

More Info

None Listed

Process Activity Name: PMC-1.3 Update/Analyze Project Schedule

Previous Process Activity

PMC-1.2 Approve Primavera Timesheet

Next Process Activity

PMC-1.4 Create Project Manager Toolkit Report

Description

The Planner updates the project schedule from input obtained by the project manager and resources. Activities include, but are not limited to:

-Applying Actuals (weekly)

-Reviewing and Updating Estimate to Complete (event driven)

-Recording Non-labor Expenses (event driven)

-Performing Actual Reconciliation (event driven)

-Scheduling the Project and Evaluate Impacts (weekly)

-Evaluating Resource Allocation (weekly)

Artifacts Used

Approved Primavera Timesheet(s)
Budget Monitoring Spreadsheet or Invoices

Artifacts Created

Updated Project Schedule

Responsible Role

Planner

Tools and Websites

PMAS Dashboard

Primavera Implementation Web Site

Project Planning and Reporting

Primavera P6 Enterprise Portfolio Project Management (Primavera P6 EPPM), Project Management

Standards

Primavera Schedule Minimum Requirements Checklist

Scheduling Requirements in VA Primavera

Universal Project Milestone Reference Table

More Info

The PMAS Dashboard landing page is open to all users in the VA network. For technical support regarding the PMAS Dashboard, select the link in the area titled "I’m Looking for Site Help" and select the link "Submit Help Desk Support Ticket". For general questions or inquiries regarding the PMAS Dashboard, submit an email to VA PMAS Business Office.

Note: VA OI&T Product Development (PD) is required by policy to use Primavera. PD should reference Primavera Implementation Web site for more information.

Process Activity Name: PMC-1.4 Create Project Manager Toolkit Report

Previous Process Activity

PMC-1.3 Update/Analyze Project Schedule

Next Process Activity

PMC-1.5 Analyze Project Manager Toolkit Report

Description

The Planner creates the Project Manager Toolkit Report for submission to the Project Manager (PM). This report provides information to assist the PM in identifying major contributors to current health of the project allowing for corrective measures to be implemented, if necessary and provides data for monthly project reporting to the PMAS Dashboard.

Artifacts Used

Project Schedule

Artifacts Created

PM Toolkit Report

Responsible Role

Planner

Tools and Websites

PMAS Project Planning

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

Project Management Accountability System (PMAS) Guide

More Info

None Listed

Process Activity Name: PMC-1.5 Analyze Project Manager Toolkit Report

Previous Process Activity

PMC-1.4 Create Project Manager Toolkit Report

Next Process Activity

PMC-2 Prepare OI&T MPR Data

Description

The Project Manager analyzes the Project Manager Toolkit Report to assess project performance against the baseline and to determine if further action is required. If applicable, issues are elevated through an Issue Escalation Request. IBM Rational ClearQuest may be reviewed. As appropriate, the Change Control process is utilized for any change in schedule, scope and cost.

Artifacts Used

PM Toolkit Report

Artifacts Created

Change Request, if applicable
Issue Escalation Request, if applicable

Responsible Role

Project Manager

Tools and Websites

BMC Remedy IT Service Management - Incident Console

IBM Rational ClearQuest

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Project Planning and Reporting

Standards

Change Control Process Guide

More Info

None Listed

Process Activity Name: PMC-2 Prepare OI&T MPR Data

Previous Process Activity

PMC-1 Update/Analyze Project Schedule

Next Process Activity

Note: The following process activities are performed concurrently:

-PMC-3 Update PMAS Dashboard

-PMC-4 Review/Publish OI&T MPR Data

-PMC-5 Update Project Repository

Description

The process map for PMC-2 Prepare OI&T MPR Data cycles through the following process activities:

- PMC-2.1 Create Monthly OI&T Metrics Reports

- PMC-2.2 Submit Project Health Check

- PMC-2.3 Provide Project Health Check Feedback

Process Activity Name: PMC-2.1 Create Monthly OI&T Metrics Reports

Note: This activity is performed concurrently with:

- PMC-2.2 Submit Project Health Check

Previous Process Activity

PMC-1 Update/Analyze Project Schedule

Next Process Activity

PMC-2.3 Provide Project Health Check Feedback

Description

The Measurement Team Analyst creates the Monthly OI&T Metrics Reports. The Measurement Team Analyst runs extracts from the Project Repository (Technical Services Project Repository) and Primavera Project Management to report project, defect, and patch statistics. The metrics report is distributed to the Project Management Service Division Directors for review and action as applicable.

Artifacts Used

Project Information
Project Schedule Data

Artifacts Created

Monthly Combined Metrics Workbook
Monthly Defect Metrics Workbook
Monthly Patch Metrics Workbook

Monthly Project Metrics Workbook

Responsible Role

Measurement Team Analyst

Tools and Websites

PMAS Dashboard

Primavera P6 Enterprise Portfolio Project Management (Primavera P6 EPPM), Project Management

Technical Services Project Repository (TSPR)

Standards

None Listed

More Info

The PMAS Dashboard landing page is open to all users in the VA network. For technical support regarding the PMAS Dashboard, select the link in the area titled "I’m Looking for Site Help" and select the link "Submit Help Desk Support Ticket". For general questions or inquiries regarding the PMAS Dashboard, submit an email to VA PMAS Business Office.

Process Activity Name: PMC-2.2 Submit Project Health Check

Note: This activity is performed concurrently with:

- PMC-2.1 Create Monthly OI&T Metrics Reports

Previous Process Activity

PMC-1 Update/Analyze Project Schedule

Next Process Activity

PMC-2.3 Provide Project Health Check Feedback

Description

The Planner submits a Primavera Self Health Check for projects to the Tools and Measurement Competency to ensure that schedules are developed that support the VA Primavera Schedule Minimal Requirements. Submissions are sent to the mail group: VA OIT PD PPO Planners Mgmt.

The VA Primavera Schedule Minimal Requirements establish minimal standard requirements for creating and maintaining project schedules.

Artifacts Used

Primavera Schedule Minimal Requirements Checklist
Project Schedule

Artifacts Created

Primavera Self Health Check Template

Responsible Role

Planner

Tools and Websites

Health Check Automated Tool

Primavera Implementation Web Site

Project Planning and Reporting

Standards

None Listed

More Info

Note: Primavera Schedule Minimal Requirements Checklist is found on the Primavera Implementation Web site.

Process Activity Name: PMC-2.3 Provide Project Health Check Feedback

Previous Process Activity

Note: The following process activities are performed concurrently:

- PMC-2.1 Create Monthly OI&T Metrics Reports

- PMC-2.2 Submit Project Health Check

Next Process Activity

Note: The following process activities are performed concurrently:

- PMC-3 Update PMAS Dashboard

- PMC-4 Review/Publish OI&T MPR Data

- PMC-5 Update Project Repository

Description

The Measurement Team Analyst provides the project Health Check Feedback Summary. The Measurement Team Analyst conducts reviews of Primavera Self Health Check to verify the project schedule quality assurance process and the VA Primavera Schedule Minimal

Requirements are met. The review findings, and any corrective action required, are communicated to the responsible planner.

Artifacts Used

Primavera Schedule Minimal Requirements Checklist
Primavera Self Health Check
Project Schedule

Artifacts Created

Health Check Feedback Summary

Responsible Role

Measurement Team Analyst

Tools and Websites

Health Check Automated Tool

Standards

None Listed

More Info

None Listed

Process Activity Name: PMC-3 Update PMAS Dashboard

Note: This activity is performed concurrently with:

- PMC-4 Review/Publish OI&T MPR Data

- PMC-5 Update Project Repository

Previous Process Activity

PMC-2 Prepare OI&T MPR Data

Next Process Activity

PMC-7 Conduct In-Project PMAS Reviews

Description

The Project Manager is responsible for updating the Project Management Accountability System (PMAS) Dashboard (also referred to as the PMAS Database) with accurate and complete project data. Refer to the PMAS Reporting Guide - Appendix A for a listing of data elements, and their definitions, found within the current PMAS Dashboard standardized reports. The PMAS Dashboard is the required system for recording PMAS project data and is the authoritative source used to report project status to Office of Information and Technology (OI&T) staff. The level of monitoring and reporting on a project is determined by the PMAS state that the project is

currently in. In general the PMAS Dashboard is updated as needed or when conditions change but each project/increment must be updated monthly at a minimum for each state.

Artifacts Used

Budget Monitoring Spreadsheet or Invoices
Periodic Project Status Reports
Project Information in Project Repository (Technical Services Project Repository)
Project Schedule

Artifacts Created

Updated PMAS Dashboard

Responsible Role

Project Manager

Tools and Websites

PMAS Dashboard

Technical Services Project Repository (TSPR)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

Project Management Accountability System (PMAS) Guide

Project Management Accountability System Reporting Guide

More Info

The PMAS Dashboard landing page is open to all users in the VA network. For technical support regarding the PMAS Dashboard, select the link in the area titled "I'm Looking for Site Help" and select the link "Submit Help Desk Support Ticket". The PMAS Dashboard is updated when reportable information or conditions change. Each project/increment is updated at least monthly until closed. For general questions or inquiries regarding the PMAS Dashboard, submit an email to VA PMAS Business Office.

Process Activity Name: PMC-4 Review/Publish OI&T MPR Data

Note: This activity is performed concurrently with:

- PMC-3 Update PMAS Dashboard

- PMC-5 Update Project Repository

Previous Process Activity

PMC-2 Prepare OI&T MPR Data

Next Process Activity

PMC-7 Conduct In-Project PMAS Reviews

Description

The process map for PMC-4 Review/Publish OI&T MPR Data cycles through the following process activities:

- PMC-4.1 Aggregate MPR Data

- PMC-4.2 Generate/Distribute Report

- PMC-4.3 Review Report

Process Activity Name: PMC-4.1 Aggregate MPR Data

Previous Process Activity

PMC-2 Prepare OI&T MPR Data

Next Process Activity

PMC-4.2 Generate/Distribute Report

Description

The appropriate office of responsibility (OOR) aggregates the Monthly Performance Report (MPR) data. The OOR collects and validates that all projects have reported and works with Project Managers to obtain any missing data. When all data is available, the appropriate OOR submits the data to the Project Management Accountability System (PMAS) Business Office.

Artifacts Used

Milestone Review Presentations (if applicable)
PMAS Dashboard
QUAD Chart

Artifacts Created

Consolidated Data Collection Sheet for Project Control Analysis

Responsible Role

Office of Responsibility

Tools and Websites

None Listed

Standards

Corporate Performance Management (CPM) Project Control Analysis Data Entry User Guide

More Info

To support the Office of Management and Budget (OMB) Exhibit 300B Performance Measurement Report, all PMAS projects in the Planning, Provisioning, Active, and Paused states

must provide current fiscal year investment performance data in compliance with the OMB Exhibit 300B on a monthly basis.

Process Activity Name: PMC-4.2 Generate/Distribute Report

Previous Process Activity

PMC-4.1 Aggregate MPR Data

Next Process Activity

PMC-4.3 Review Report

Description

The Project Management Accountability System (PMAS) Business Office team generates the dashboard and distributes the report to the appropriate office of responsibility and Quality Performance and Oversight (QPO). QPO prepares the reports for the Assistant Secretary for Information and Technology monthly binder.

Artifacts Used

Consolidated Data Collection Sheet for Project Control Analysis

Artifacts Created

Office of Information and Technology (OI&T) Monthly Performance Report

Responsible Role

PMAS Business Office

Tools and Websites

None Listed

Standards

Corporate Performance Management (CPM) Project Control Analysis Data Entry User Guide

More Info

Office of Management and Budget (OMB) Exhibit 300B Performance Measurement Report - all PMAS projects in the Planning, Provisioning, Active, and Paused states must provide current fiscal year investment performance data in compliance with the OMB Exhibit 300B on a monthly basis.

Process Activity Name: PMC-4.3 Review Report

Previous Process Activity

PMC-4.2 Generate/Distribute Report

Next Process Activity

PMC-7 Conduct In-Project PMAS Reviews

Description

The Assistant Secretary for Information and Technology (AS/IT) or designee reviews the Monthly Performance Report. The AS/IT or designee conducts the monthly reporting meeting with the appropriate office of responsibility. Projects with a missed deadline, cumulative three missed deadlines, multiple Red Flags, or open issues from independent reviews may be called to meet with the AS/IT or designee.

Artifacts Used

Office of Information and Technology Monthly Performance Report

Artifacts Created

Final and Published PMAS Dashboard Reports

Responsible Role

Assistant Secretary for Information and Technology

Tools and Websites

None Listed

Standards

Corporate Performance Management (CPM) Project Control Analysis Data Entry User Guide

More Info

Office of Management and Budget (OMB) Exhibit 300B Performance Measurement Report - all Project Management Accountability System (PMAS) projects in the Planning, Provisioning, Active, and Paused states must provide current fiscal year investment performance data in compliance with the OMB Exhibit 300B on a monthly basis.

Process Activity Name: PMC-5 Update Project Repository

Note: This activity is performed concurrently with:

- PMC-3 Update PMAS Dashboard

- PMC-4 Review/Publish OI&T MPR Data

Previous Process Activity

PMC-2 Prepare OI&T MPR Data

Next Process Activity

PMC-7 Conduct In-Project PMAS Reviews

Description

The process map for PMC-5 Update Project Repository cycles through the following process activities:

- PMC-5.1 Update Project Repository (TSPR)

- PMC-5.2 Create Project Repository (TSPR) Feedback Report

Process Activity Name: PMC-5.1 Update Project Repository (TSPR)

Previous Process Activity

PMC-2 Prepare OI&T MPR Data

Next Process Activity

PMC-5.2 Create Project Repository (TSPR) Feedback Report

Description

The Project Manager updates the project information in the TSPR (Technical Services Project Repository) to ensure current and relevant data is available on a monthly basis or as significant effects occur.

Artifacts Used

Project Relevant Data

Artifacts Created

Updated Technical Services Project Repository (TSPR) Entry

Responsible Role

Project Manager

Tools and Websites

Technical Services Project Repository (TSPR)

Standards

None Listed

More Info

None Listed

Process Activity Name: PMC-5.2 Create Project Repository (TSPR) Feedback Report

Previous Process Activity

PMC-5.1 Updated Project Repository (TSPR)

Next Process Activity

PMC-7 Conduct In-Project PMAS Reviews

Description

The Measurement Team Analyst creates the Project Repository (Technical Services Project Repository) Feedback Report. The Measurement Team Analyst reviews each project entry for compliance against the standards. Exceptions are compiled and reported to the Product Development Managers.

Artifacts Used

Technical Services Project Repository (TSPR)

Artifacts Created

Project Repository (TSPR) Feedback Report

Responsible Role

Measurement Team Analyst

Tools and Websites

Technical Services Project Repository (TSPR)

Standards

None Listed

More Info

None Listed

Process Activity Name: PMC-6 Conduct Agile Project Management Activities

Previous Process Activity

None

Next Process Activity

None

Description

The process map for PMC-6 Conduct Agile Project Management Activities cycles through the following independent process activities:

- PMC-6.1 Manage Agile Impediments
- PMC-6.2 Conduct Agile Retrospective
- PMC-6.3 Track Adoption Items

Process Activity Name: PMC-6.1 Manage Agile Impediments

Previous Process Activity

None

Next Process Activity

None

Description

The Agile Scrum Master works with the development team in managing impediments which could be anything that prevents a team member from performing work as efficiently as possible is. Each team member has an opportunity to announce impediments during the daily Scrum meeting. The Scrum Master is charged with ensuring impediments get resolved.

Artifacts Used

Development Team(s) Feedback
Risk Log

Artifacts Created

Agile Impediment Log

Responsible Role

Agile Scrum Master

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

VA Agile/Lean Community of Practice (ALCP) Web Site

Standards

Agile Methodology and ProPath guidance paper

More Info

None Listed

Process Activity Name: PMC-6.2 Conduct Agile Retrospective

Previous Process Activity

None

Next Process Activity

None

Description

The Agile Scrum Master works with the development team to conduct a Retrospective meeting and document the results. A Retrospective is a communication forum in which an agile team comes together to celebrate successes and to reflect on what can be improved. The goal of the meeting is to develop a plan that the team uses to apply lessons learned going forward. Agile methods advocate regular and iterative approach scheduling of Retrospective meetings at the end of each iteration.

Artifacts Used

Development Team(s) Feedback

Artifacts Created

Agile Retrospective Log

Responsible Role

Agile Scrum Master

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

VA Agile/Lean Community of Practice (ALCP) Web Site

Standards

Agile Methodology and ProPath guidance paper

More Info

None Listed

Process Activity Name: PMC-6.3 Track Adoption Items

Previous Process Activity

None

Next Process Activity

None

Description

The Agile Scrum Master manages user stories, tasks, or other change requests that are assigned from one agile team to another within a project. The assignment of changes could be associated with tasks as their subordinates to adoption items.

Artifacts Used

Agile Epic Story Log
Agile Tasks Log

Agile User Story Log

Artifacts Created

Agile Adoption Item Log

Responsible Role

Agile Scrum Master

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

VA Agile/Lean Community of Practice (ALCP) Web Site

Standards

Agile Methodology and ProPath guidance paper

More Info

None Listed

Process Activity Name: PMC-7 Conduct In-Project PMAS Reviews

Previous Process Activity

Note: The following process activities are performed concurrently:

- PMC-3 Update PMAS Dashboard
- PMC-4 Review/Publish OI&T MPR Data
- PMC-5 Update Project Repository

Next Process Activity

None

Description

The process map for PMC-7 Conduct In-Project PMAS Reviews cycles through the following process activities:

- PMC-7.1 Conduct Green Flag Process
- PMC-7.2 Conduct Yellow Flag Process
- PMC-7.3 Conduct Red Flag Process
- PMC-7.4 Conduct TechStat Meeting
- PMC-7.5 Conduct Planning/Pause State Reviews

Process Activity Name: PMC-7.1 Conduct Green Flag Process

Previous Process Activity

Note: The following process activities are performed concurrently:

- PMC-3 Update PMAS Dashboard

- PMC-4 Review/Publish OI&T MPR Data

- PMC-5 Update Project Repository

Next Process Activity

PMC-7.4 Conduct TechStat Meeting

Description

Green Flags are raised to acknowledge the significant achievement of a milestone or increment delivery. Green Flags are shared in PMAS Reviews to promote communication of repeatable processes and best practices. Submissions must be sent by email to VA PMAS Flags distribution list (VAPMASFlags@va.gov). Upon the determination that a significant achievement of a milestone or increment is accomplished, the Project Manager or any member of the Integrated Project Team (IPT) initiates the Green Flag process and notifies the appropriate Assistant Deputy Chief Information Officer (CIO) as defined per the Project Management Accountability System (PMAS) Guide. Green Flags are brought to the attention of the CIO/Principal Deputy Assistant Secretary (PDAS) to recognize project accomplishments and to be incorporated as Best Practices for the improvement of Office of Information Technology (OI&T) projects. A Green Flag is submitted if it fits one of the following criteria:

Early completion of a milestone and/or increment

Significant and/or positive event which warrants visibility to the VA Secretary, i.e. monetary savings for the project

New or innovative approach to successful completion of milestone and/or increment that can be used as Best Practice(s) for other OI&T projects

Artifacts Used

PMAS Dashboard Reports
Project Schedule

Artifacts Created

Techstat PM Brief Template

Responsible Role

Integrated Project Team Member

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Technical Services Project Repository (TSPR)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

Project Management Accountability System (PMAS) Guide

More Info

Templates and standards are available on the PMAS Business Office SharePoint library. Most templates are contained in the Instructions. For more information on Green Flags, email the mailing group VA PMAS Business Office. Upon identification of a significant accomplishment, send an email with the Green Flag Template to VA PMAS Flags. Use of this email automatically notifies the AS/IT. The PMAS Business Office provides support to the AS/IT (or designee), IT Program Managers, Major Initiative Leads, and Project Managers in the area of management reviews, Green Flag, Red Flag, TechStat meetings, and Milestone Reviews. This support includes meeting facilitation, developing and/or consulting on materials, processes, and procedures. Templates and standards are available on the aforementioned SharePoint library.

Process Activity Name: PMC-7.2 Conduct Yellow Flag Process

Previous Process Activity

Note: The following process activities are performed concurrently:

- PMC-3 Update PMAS Dashboard

- PMC-4 Review/Publish OI&T MPR Data

- PMC-5 Update Project Repository

Next Process Activity

PMC-7.4 Conduct TechStat Meeting

Description

Yellow Flags are raised to identify changes in the project environment that have the potential to increase the level of acceptable risk. These environment changes have the potential to affect the project cost, schedule, quality, or scope significantly. Yellow Flags may be raised in any PMAS state. If a project misses an inter-increment delivery date that does not threaten the on time completion of the increment, a Yellow Flag must be raised. Submission must be sent to the VA PMAS Flags distribution list (VAPMASFlags@va.gov). The Project Manager, Program Manager, any member of the Integrated Project Team (IPT), or anyone associated with the project should raise Yellow Flags to provide management visibility and the opportunity for timely resolution before a milestone or increment is missed. These changes have the potential to significantly impact the project financials, schedule, quality, or performance. The criteria and template are provided to the IPT with support from the VA PMAS Business Office in Product Development (PD). Yellow Flags can be elevated in accordance with the categories listed in the Yellow Flag Instructions and Submission Template. Each project/program/major initiative can choose multiple categories with a single submission.

Artifacts Used

PMAS Dashboard Reports
Project Schedule

Artifacts Created

Yellow Flag Instructions

Responsible Role

Integrated Project Team Member

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Technical Services Project Repository (TSPR)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

Project Management Accountability System (PMAS) Guide

More Info

For more information on Yellow Flags, email the mailing group VA PMAS Business Office. Upon identification of a significant accomplishment, send an email with the Yellow Flag Template to VA PMAS Flags. Use of this email automatically notifies the AS/IT. The PMAS Business Office provides support to the AS/IT (or designee), IT Program Managers, Major Initiative Leads, and Project Managers in the area of management reviews, Green Flag, Red Flag, TechStat meetings, and Milestone Reviews. This support includes meeting facilitation, developing and/or consulting on materials, processes, and procedures.

Process Activity Name: PMC-7.3 Conduct Red Flag Process

Previous Process Activity

Note: The following process activities are performed concurrently:

- PMC-3 Update PMAS Dashboard

- PMC-4 Review/Publish OI&T MPR Data

- PMC-5 Update Project Repository

Next Process Activity

PMC-7.4 Conduct TechStat Meeting

Description

Red Flags are raised to resolve issues or risks that prevent projects from moving forward and require senior leadership intervention. Red Flags may be raised in any PMAS state. Issues

include any that have the potential of causing a missed increment deliverable. Submissions must be sent by email to the VA PMAS Flags distribution list (VAPMASFlags@va.gov). Only the AS/IT or designee may accept the risk associated with the Red Flag and prevent a Strike from being issued. Upon the determination that project schedule, cost or increment deliverables are at risk, the Project Manager or any member of the Integrated Project Team (IPT) initiates the Red Flag process and notifies the appropriate Assistant Deputy Chief Information Officer as defined per the Project Management Accountability System (PMAS) Guide. Per the guide, attempts to mitigate the Red Flag occur at the lowest possible level but, if the Red Flag cannot be mitigated appropriately, escalation procedures can take the process as high as the Assistant Secretary for Information and Technology (AS/IT).

Artifacts Used

Documentation Identifying Red Flag Event
PMAS Dashboard Reports
Project Schedule
Red Flag/TechStat Project List
Risk Log

Artifacts Created

Green Flag Red Flag Meeting Instructions
Updated Risk Log

Responsible Role

Integrated Project Team Member

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Technical Services Project Repository (TSPR)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

Project Management Accountability System (PMAS) Guide

TechStat Meeting Instructions Guide

More Info

For more information on Red Flags, email the mailing group VA PMAS Business Office.

Upon identification of a significant risk, send an email with the Red Flag Template and updated Risk Log to VA PMAS Flags. Use of this email automatically notifies the AS/IT. The PMAS Business Office provides support to the AS/IT (or designee), IT Program Managers, Major Initiative Leads, and Project Managers in the area of management reviews, Green Flag, Red Flag, TechStat meetings, and Milestone Reviews. This support includes meeting facilitation, developing and/or consulting on materials, processes, and procedures.

Process Activity Name: PMC-7.4 Conduct TechStat Meeting

Previous Process Activity

PMC-7.1 Conduct Green Flag Process

Or

PMC-7.2 Conduct Yellow Flag Process

Or

PMC-7.3 Conduct Red Flag Process

Next Process Activity

PMC-7.5 Conduct Planning/Pause State Reviews

Description

The Project Manager (PM) conducts the TechStat meeting with the Assistant Secretary for Information and Technology (AS/IT), the Program Manager and the Deputy Assistant Secretary/Deputy Chief Information Officer of the Office of Responsibility to present:

- Major challenges and causes of variance from the project baseline

- A summary of risks, mitigation strategies, and clear accountability

- Stronger contractor performance metrics and controls for existing contracts, and revised acquisition strategies for contracts expected to be executed within the next fiscal year that address the issues raised in the improvement plan

- A high-level schedule that articulates critical path items

- List the specific corrective actions to turn around the project

A TechStat Meeting is directed by the AS/IT as a result of a Red Flag review, or after a missed Customer Facing Increment/Milestone. If a TechStat Meeting is required as a result of a strike that was received, the PM schedules the meeting within seven calendar days, or as soon as practical thereafter.

Artifacts Used

Documentation identifying Red Flag event
PMAS Dashboard Reports
Project Schedule
Red Flag/TechStat Project List
Risk Log

Artifacts Created

TechStat PM Brief Template

Responsible Role

Project Manager

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Technical Services Project Repository (TSPR)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

Project Management Accountability System (PMAS) Guide

TechStat Meeting Instructions Guide

More Info

Templates and standards are available on the PMAS Business Office SharePoint library.

TechStat Issue Synopsis and TechStat Template for submission are in the TechStat Instructions. For more information on the TechStats, email the mailing group VA PMAS Business Office. TechStat emails are sent to VA PMASTechstat. Use of this email alerts the AS/IT.

Process Activity Name: PMC-7.5 Conduct Planning/Pause State Reviews

Previous Process Activity

PMC-7.4 Conduct TechStat Meeting

Next Process Activity

None

Description

Planning State Reviews

The Office of Responsibility (OOR) conducts reviews of projects that are in a Planning state at least once every sixty calendar days to evaluate progress in moving toward an Active state. If it is determined that not enough progress is being made toward reaching an Active state the project is subject to further re-evaluation for being closed. Guidance and processes for conducting these sixty day reviews is the responsibility of the OOR.

Paused State Reviews

The OOR conducts reviews of projects in the Paused state, at least once every sixty calendar days, to evaluate progress in moving toward an Active state. The Project Manager submits a plan for restart to an Active state within sixty calendar days of the project pause decision, failure to do so causes the project to be closed. Note, projects in a Paused state are no longer executing the processes to build and deliver increments; instead the project is conducting planning activities in

preparation for a restart decision. If it is determined that not enough progress is being made toward reaching an Active state, the project is subject to further re-evaluation or is closed.

Artifacts Used

Project Management Accountability System (PMAS) Required Artifacts

Artifacts Created

Documented Review Outcome

Responsible Role

Office of Responsibility

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Technical Services Project Repository (TSPR)

Work Information Tracking System (WITS)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

Project Management Accountability System (PMAS) Guide

More Info

For more information on the Planning/Pause State Reviews, email the mailing group VA PMAS Business Office.

Process Activity Name: PMC-8 Perform Independent Review

Previous Process Activity

None

Next Process Activity

None

Description

The process map for PMC-8 Perform Independent Review cycles through the following process activities:

- PMC-8.1 Determine Projects for Review
- PMC-8.2 Prepare for Review
- PMC-8.3 Send Announcement for Review
- PMC-8.4 Conduct Entrance Briefing
- PMC-8.5 Conduct Review

- PMC-8.6 Communicate Review Findings

- PMC-8.7 Review Feedback

Process Activity Name: PMC-8.1 Determine Projects for Review

Previous Process Activity

None

Next Process Activity

PMC-8.2 Prepare for Review

Description

The PMAS Business Office (PBO) determines which Active-state Information Technology projects are to be reviewed for compliance with PMAS and provides the list to the Enterprise Risk Management (ERM) Team Lead

Artifacts Used

List of Potential Projects Identified from PD PMAS Program Management Repository, PMAS Dashboard, Technical Services Project Repository (TSPR), Work Information Tracking System (WITS) and any other Office of Responsibility project document repository, as applicable

Artifacts Created

PMAS provided list of projects for review

Responsible Role

PMAS Business Office

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

PMAS Dashboard

PMAS Project Planning

Technical Services Project Repository (TSPR)

Work Information Tracking System (WITS)

Standards

Change to Project Management Accountability System (PMAS) Guide V5.0 (VAIQ 7606746)

ERMCO PMAS Compliance Review - Standard Operating Procedure

Project Management Accountability System (PMAS) Guide

More Info

The PMAS Dashboard landing page is open to all users in the VA network. For technical support regarding the PMAS Dashboard, select the link in the area titled “I’m Looking for Site Help” and

select the link “Submit Help Desk Support Ticket”. For general questions or inquiries regarding the PMAS Dashboard, submit an email to VA PMAS Business Office. The PMAS Dashboard is updated when reportable information or conditions change.

Each project/increment is updated at least monthly until closed.

Process Activity Name: PMC-8.2 Prepare for Review

Previous Process Activity

PMC-8.1 Determine Projects for Review

Next Process Activity

PMC-8.3 Send Announcement for Review

Description

The Enterprise Risk Management (ERM) Analyst prepares the ERM internal tracking process that initiates the ERMCO PMAS Compliance Review checklist.

Artifacts Used

PMAS Business Office provided List of Projects for Review.

Artifacts Created

Draft ERMCO PMAS Compliance Review Checklist

Responsible Role

Enterprise Risk Management Analyst

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

PMAS Project Planning

Technical Services Project Repository (TSPR)

Work Information Tracking System (WITS)

Standards

ERMCO PMAS Compliance Review - Standard Operating Procedure

More Info

Process Activity Name: PMC-8.3 Send Announcement for Review

Previous Process Activity

PMC-8.2 Prepare for Review

Next Process Activity

PMC-8.4 Conduct Entrance Briefing

Description

The Enterprise Risk Management (ERM) Team Lead sends an announcement e-mail, on behalf of the ERM Executive Director, to the designated project officials announcing the intent to conduct a review. The ERM Team Lead ensures the Project Manager formally acknowledges the review request.

Artifacts Used

Draft ERMCO PMAS Compliance Review Checklist

Artifacts Created

Announcement Email

Responsible Role

Enterprise Risk Management Team Lead

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Technical Services Project Repository (TSPR)

Work Information Tracking System (WITS)

Standards

ERMCO PMAS Compliance Review - Standard Operating Procedure

More Info

Process Activity Name: PMC-8.4 Conduct Entrance Briefing

Previous Process Activity

PMC-8.3 Send Announcement for Review

Next Process Activity

PMC-8.5 Conduct Review

Description

The Enterprise Risk Management (ERM) Analyst contacts the designated Project Manager (PM) or project point of contact (POC) and provides them the option of having an entrance briefing. The ERM Analyst conducts the entrance briefing. During the briefing, the ERM Analyst explains the reason for the review. The ERM Analyst sends the PM or POC a document review list and coordinates with the PM or POC to identify the location of the project artifact repository.

Artifacts Used

Document Review List
Entrance Briefing

Artifacts Created

Entrance Briefing Meeting Notes

Responsible Role

Enterprise Risk Management Analyst

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Standards

ERMCO PMAS Compliance Review - Standard Operating Procedure

More Info

The ERMCO PMAS Project Team Analyst is commonly referred to as ERM Analyst.

Process Activity Name: PMC-8.5 Conduct Review

Previous Process Activity

PMC-8.4 Conduct Entrance Briefing

Next Process Activity

PMC-8.6 Communicate Review Findings

Description

The Enterprise Risk Management (ERM) Analyst conducts the independent review.

Artifacts Used

ERMCO PMAS Compliance Review Checklist

Artifacts Created

Completed ERMCO PMAS Compliance Review Checklist
Final Report

Responsible Role

Enterprise Risk Management Analyst

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Standards

ERMCO PMAS Compliance Review - Standard Operating Procedure

More Info

See Appendix 3 of the ERMCO PMAS Compliance Review - Standard Operating Procedure.

The analyst reviews documents stored in the respective Office of Responsibility Project Artifact Repository, e.g., Technical Services Project Repository, Work Information Tracking System, PMAS Project Repository.

Process Activity Name: PMC-8.6 Communicate Review Findings

Previous Process Activity

PMC-8.5 Conduct Review

Next Process Activity

PMC-8.7 Review Feedback

Description

The Enterprise Risk Management (ERM) Team Lead reviews and approves the findings in the final report and checklist. The ERM Analyst sends the final report and review checklist to the applicable project officials.

Artifacts Used

Final Report

Artifacts Created

Updated Final Report

Responsible Role

Enterprise Risk Management Team Lead

Tools and Websites

ERMCO PMAS SharePoint Site

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Standards

ERMCO PMAS Compliance Review - Standard Operating Procedure

More Info

None Listed

Process Activity Name: PMC-8.7 Review Feedback

Previous Process Activity

PMC-8.6 Communicate Review Findings

Next Process Activity

None

Description

The Enterprise Risk Management (ERM) Team Lead forwards any feedback on or suggested improvements to, the PMAS Guide, ProPath processes, ERMCO PMAS Compliance Review Standard Operating Procedure, or ERMCO PMAS Compliance Review checklist, as well as any noticeable trends or significant problems, to the ERM Team Director. Upon completion of review, the ERM Team Director forwards comments to the PMAS Business Office for further action.

Artifacts Used

Final ERMCO PMAS Compliance Review checklist

Artifacts Created

ERMCO Recommendations

Responsible Role

Enterprise Risk Management Team Lead

Tools and Websites

IBM Rational Team Concert/Change and Configuration Management (RTC/CCM)

Standards

ERMCO PMAS Compliance Review - Standard Operating Procedure

More Info

None Listed

Process Activity Name: PMC-9 Conduct Section 508 Compliance Audit

Previous Process Activity

None

Next Process Activity

None

Description

The process map for PMC-9 Conduct Section 508 Compliance Audit cycles through the following process activities:

- PMC-9.1 Perform 508 Compliance Audit

- PMC-9.2 Review 508 Compliance Audit Report

- PMC-9.3 Develop Section 508 Compliance Waiver Remediation Plan

Process Activity Name: PMC-9.1 Perform 508 Compliance Audit

Previous Process Activity

None

Next Process Activity

PMC-9.2 Review 508 Compliance Audit Report

Description

The Section 508 Program Office Audit Team conducts an audit of the project's Conformance Validation Package and the application, system, or solution's conformance to 508 Standards. The Audit Report produced states that the system under review meets 508 conformance standards, or lists the issues that must be addressed in order to meet 508 compliance standards. Satisfactorily passing the audit results in a Conformance Validation Statement (CVS) signed by the 508 Conformance Test Team. Unsatisfactory audit findings result in an Audit Report detailing the findings for further action by the Project Manager to develop a remediation plan and/or request a waiver.

Artifacts Used

Conformance Validation Package

Artifacts Created

508 Compliance Audit Report
Signed Conformance Validation Package

Responsible Role

Section 508 Program Office Audit Team

Tools and Websites

Section 508 Intranet Home Page

Standards

None Listed

More Info

Application/products subject to audit are selected either by senior management or via random selection by the Section 508 Program Office. Random selections are weighted or skewed based on five OI&T priorities, the dollar value of the project, and the size of the application being deployed throughout the enterprise. The five OI&T priorities are: external veteran - facing applications; internet web pages /content; internal applications in development (e.g..., Major Initiatives); intranet sites/ content; and legacy applications.

Process Activity Name: PMC-9.2 Review 508 Compliance Audit Report

Previous Process Activity

PMC-9.1 Perform 508 Compliance Audit

Next Process Activity

PMC-9.2-DEC01 Issues?

Description

The Project Manager (PM) reviews the 508 Compliance Audit Report and/or the Signed Conformance Validation Package to determine if 508 compliance issues exist. If no issues exist, the PM updates the PMAS Dashboard with an indication of successful completion of the 508 Compliance Audit. If issues exist, the PM develops a course of corrective action, submits a Section 508 Compliance Waiver Remediation Plan, and submits an Application for Section 508 Electronic Information Technology Waiver, if not previously submitted.

Artifacts Used

508 Compliance Audit Report
Signed Conformance Validation Package

Artifacts Created

Application for Section 508 EIT Waiver, if needed
Reviewed 508 Compliance Audit Report
Section 508 Compliance Waiver Remediation Plan
Updated PMAS Dashboard

Responsible Role

Project Manager

Tools and Websites

PMAS Dashboard

Section 508 Intranet Home Page

Standards

None Listed

More Info

None Listed

Process Activity Name: PMC-9.2-DEC01 Issues?

Previous Process Activity

PMC-9.2 Review 508 Compliance Audit Report

Next Process Activity

If Yes, PMC-9.3 Develop Section 508 Compliance Waiver Remediation Plan.

If No, None.

Description

Note: There is a decision dependency that determines the next activity to be performed.

If there are issues to be addressed, PMC-9.3 Develop Section 508 Compliance Waiver Remediation Plan.

If there are no issues to be addressed, the process ends.

Responsible Role

Project Manager

Process Activity Name: PMC-9.3 Develop 508 Section Compliance Waiver Remediation Plan

Previous Process Activity

PMC-9.2-DEC01 Issues?

Next Process Activity

None

Description

If 508 compliance issues exist, the Project Manager (PM) develops a Section 508 Compliance Waiver Remediation Plan to correct the issues of non-compliance. If this remediation cannot be completed prior to the application's release to production or the product is already in production the Project Manager submits the Application for Section 508 EIT Waiver.

Artifacts Used

508 Compliance Audit Report
Section 508 Compliance Waiver Remediation Plan

Artifacts Created

Application for Section 508 EIT Waiver (as applicable)
Updated Section 508 Compliance Waiver Remediation Plan

Responsible Role

Project Manager

Tools and Websites

Section 508 Intranet Home Page

Standards

None Listed

More Info

None Listed

END OF PROCESS